

MSUM
Annual Planning and Reporting Calendar
August, 2010

Planning Format

The annual campus action plan is the basis for planning and reporting on the MSUM campus. The action plan is revised annually on the basis of (a) changes to the Board of Trustees annual action plan, (b) the campus and system strategic plans, (c) lessons learned from the previous year, and (d) changes in challenges and opportunities.

Planning Process

All campus entities will use the annual campus action plan to organize their annual plans and to report progress. This includes all VP divisions, colleges, departments, and units. VP divisions and colleges will be expected to assure accurate planning at the composite unit levels and include unit plans and progress as part of their annual planning and reports.

Divisional action plans and annual reports will be submitted to both the president and to the University Planning and Budget Committee (UPBC). The UPBC is advisory to the president in planning, monitoring, and oversight of resource allocation.

Vice Presidents and deans will be held responsible for achievement of action plan goals in their units. This expectation will be conveyed in their annual letters of expectation and progress will be summarized in an annual summary of accomplishments.

Planning Calendar

July 1 – October 15

- Complete final report on previous year's action plan. Report will be completed by October 15.
- Revise campus and division action plans as noted above. Campus action plan will be revised by August 15 with divisional action plans revised by October 1. (*Leslie, will the system action plan be revised by then?*)
- Complete annual system workplan. Note that these goals will have been included of the annual campus action plan.
- Complete annual system workplan report.

October 15 – January 1

- UPBC reviews previous year annual reports upcoming year action plans.

January – May

- UPBC reviews mid –year reports from units.
- UPBC discusses possible revisions to campus action plan.